

# POLICY AND PROCEDURES

NUMBER: 1006

SUBJECT: Food Cart Usage

ACA STANDARDS: 3-ALDF-4C-10

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 11/13



## I. POLICY

The St. Louis County Department of Justice Services shall ensure provisions are made for the maintenance and proper use of the facility's hot/cold food carts.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Food Service and Custody staff are responsible for the following procedures.

## III. PROCEDURES

- A. The Food Service hot/cold food carts shall be used only for the transportation of staff and inmate meals, beverages, trays and utensils. Any other use such as trash conveyance shall be prohibited.
- B. Food carts shall be stored in the Food Service area but will not obstruct any passageway into or out of the Food Service area.
- C. Food carts shall not be stored in hallways or alcoves outside the Food Service area.
- D. Food carts shall not be moved unless they are being used for tray stacking or transporting meals to Housing Units and the Staff Dining Room.
- E. Food carts shall be pulled backwards carefully through all doors.

- F. Food carts shall be pushed forward when in hallways or corridors.
- G. Staff and inmates will always maintain control of the carts and will not leave them unattended.
- H. Standing or riding on food carts prohibited.
- I. Food Service staff shall ensure that all food carts are steam cleaned or wiped out as necessary after each meal.
- J. Food carts shall be inspected daily by Food Service staff who will also periodically perform any necessary minimal repairs and routine maintenance as required.
- K. If a food cart is in need of more than minor repair, the Food Service Manager will be notified and shall authorize appropriate personnel to repair the cart or send the food cart out for repair services.